

No. 62/72/2019-6GS1

From

The Chief Secretary to Government, Haryana

To

1. All the Heads of Departments, Commissioner, Ambala, Hisar, Gurgaon and Rohtak, Karnal and Faridabad Divisions.
2. All the Deputy Commissioners of the State of Haryana.

Dated Chandigarh, the 23rd December, 2019

Subject: Introducing "Run Through Files". Dealing with urgent files regarding

Sir/Madam,

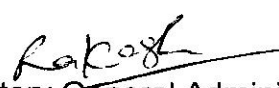
I am directed to invite your attention to the subject noted above and to inform that State Government has introduced a new provision of "Run Through Files" in the Centralized File Movement & Tracking Information System (CFMS) to ensure that these most important files do not suffer due to conflicting hierarchical and departmental priorities. A file shall be marked Run Through Files (RTF) only by the Chief Minister in the CFMS. Every file marked as RTF has to be cleared on a priority greater than that is currently being given to the files marked Top Priority. At whichever level any contribution other than mere signing on the file is made, the same will also be uploaded on CFMS portal. A system generated SMS and email will automatically be sent on each downward or upward movement of file. In case a file is disposed off after working hours or on a non working day, it will be delivered, if necessary, through RA, at the residence of the concerned officer.

3. It is further informed that the movement of these files and the time taken in clearing the file shall be personally reviewed by Chief Minister on CM Dashboard and only he will be able to mark and close the file as a "Run Through File". Hence, the files marked as 'Run Through File' may be cleared on top most priority basis.

4. You are, therefore, requested to ensure full compliance of these instructions in letter and spirit. These instructions may please be brought to the notice of all concerned for strictly compliance.


Under Secretary General Administration,
for Chief Secretary to Government Haryana

A copy is forwarded to all the Additional Chief Secretaries and Principal Secretaries to Government Haryana for information and necessary action.


Under Secretary General Administration,
for Chief Secretary to Government Haryana

To

The Additional Chief Secretaries and Principal Secretaries
to Government Haryana.

U.O.No. 62/72/2019-6GS1

Dated Chandigarh, the 23rd December, 2019